



Test Security Agreement 2014-2015

Level 5 Test Administration Support: employees who come in contact with test materials or assist with testing; these employees are **not** administering, proctoring, or monitoring students during test administration.

School and district personnel responsible for test administration shall read and sign a Test Security Agreement (TSA), on a form provided by the Alaska Department of Education & Early Development, affirming that they will follow the test administration procedures required by the department and the test publisher. This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests. 4 AAC 06.765 (f)(1); 4 AAC 06.761(c)

Directions:

- Please fill out the identification section accurately.
- Read each statement carefully and initial each line to indicate that you agree to follow these procedures in the context of your role(s).
- If a line does not apply to you, please indicate by writing N/A.
- Please sign your full name and date the form.

Identification

Name (Last, First MI): _____
District: _____
School/Site: _____

Testing Role (check all that apply)

Level 5: Support <i>Any district employee who comes into contact with testing materials; these employees do not proctor, administer, or monitor test administration to students.</i>	<input type="checkbox"/> Testing Personnel (such as: administrative assistant, secretary, mail room, custodian, etc.) <input type="checkbox"/> Technology Assistance Personnel (such as computer lab or technology assistants)
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Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Testing Location

____ No one can go into the classrooms except for district employees that are in charge of testing. The classroom where students take the test must be set up so that students can focus on the assessment and do their best work.

Each school test center must be secure, free of disruptions, have an established seating arrangement, and be well lighted. 4 AAC 06.761(b); Only designated district test coordinators, associate test coordinators, proctors, or test administrators may be in the test center rooms at the time of testing students. 4 AAC 06.761(b)

Testing Personnel & Training

____ Only trained school district employees can help with testing.

Only employees of the school district will participate in test administration. 4 AAC 06.765(c-h); All staff participating in statewide assessment administration will attend district training and complete all required activities. 4 AAC 06.765 (f)(3)

Test Materials Security

____ Tests cannot be copied (this includes photocopies, photographs, scanning, etc).

____ All testing materials must be secure at all times; materials must be checked in, inventoried, and tracked. At no time should tests be left in an unlocked room.

*School and district personnel responsible for test administration shall ensure that no test or test question is copied in any manner, whether on paper or by electronic means. Materials must be **secure, inventoried and tracked** from the time the materials arrive at the district office or school until the time the materials are returned to the test publisher.*

- ☐ *upon arrival in the district,*
- ☐ *when transferred from district to site(s),*
- ☐ *when distributed to test administrators within the sites,*
- ☐ *when distributed to students within rooms,*
- ☐ *when collected at the end of each session,*
- ☐ *when collected within a site,*
- ☐ *when transferred from site(s) to district office, and*
- ☐ *when returned to the test publisher.*

4 AAC 06.765 (c)(1)-(d)(4)

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.
By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Secure Testing Practices

___ No one may have the tests before testing begins.

___ Only students may read the test questions.

___ Students may not receive help before, during, or after the test. For example:

- Students must complete the test on their own.
- Students may not share information or answers with others.
- The test questions cannot be read aloud.
- Words cannot be defined.
- Test questions may not be paraphrased, summarized, or explained.
- Answers may not be changed by anyone after the test is complete.

*School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7); School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner, by an examinee or anyone else. 4 AAC 06.765 (d)(5); School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10); Testing personnel shall **not** read test items aloud, silently, or to another individual, unless specified in the test administration directions or specifically required to provide an accommodation to an individual or student group. 4 AAC 06.765 (b); School personnel at a school test center shall ensure that no test or test question is **paraphrased** in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5); School personnel at a school test center shall ensure that examinees do not exchange information during a test, except when the test procedure so specifies. 4 AAC 06.765 (d)(8); School personnel at a school test center shall ensure that an examinee's answer is not altered after testing is completed. 4 AAC 06.765 (d)(9)*

Accommodations

___ Students with special needs may have accommodations (assistance) on the assessment as determined by their teacher and student plan.

Ensure that students with disabilities and students identified as limited English proficient (LEP) receive allowed accommodations on state academic assessments as listed in the student's Individualized Education Plan, 504 plan, and/or their student file. 4 AAC 06.775(a), Participation Guidelines

Data and Test Results

___ Any reports about the tests, including student scores, are confidential and must be secure.

All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports (ISRs), and other testing reports designated as secure. 4 AAC 06.765 (g)

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.
By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Assurances:

____ I have read and I understand the attached regulations 4 AAC 06.761 Test Administration and 4 AAC 06.765 Test security; consequences of breach.

____ I understand that I am obligated to immediately report any test irregularities and/or breaches of test security to the Associate Test Coordinator at my site or, if appropriate, the District Test Coordinator. 4 AAC 06.765 (h)

All employees must submit this TSA to their DTC prior to handling any assessment materials.

Signature

Date

First and last name typed or printed clearly